


Service Level Agreement (SLA)
Between
The Department of Energy (DOE), Environmental Management Consolidated
Business Center (EMCBC)
And
The Department of Energy (DOE),
Savannah River Operations Office (SR)

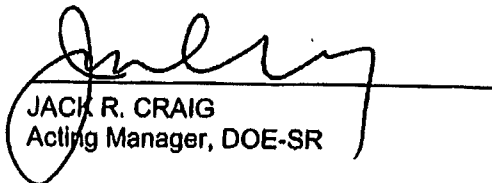
The attached document between the EMCBC and SR defines the roles and responsibilities, authorities, and working relationships between the DOE-EMCBC and DOE-SR. This agreement is effective upon approval by both parties, and will remain in effect until such time as it is amended and/or no longer required as determined by the EMCBC Director, the SR Manager, or both.

Approved:



RALPH E. HOLLAND
Acting Director, DOE-EMCBC

4/2/10
Date



JACK R. CRAIG
Acting Manager, DOE-SR

3/29/10
Date

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Purpose and Scope

The purpose of this SLA is to delineate roles, responsibilities, authorities and working relationships for all parties for which this agreement is developed. The DOE-EMCBC shall provide assistance to DOE-SR in conducting recruitment and placement services to fill competitive civil service positions through Delegated Examining Unit (DEU) function and Merit Promotion as deemed appropriate.

Duration

This agreement is effective upon approval by both parties, and will remain in effect until such time as it is amended and/or no longer required as determined by the EMCBC Director, the SR Manager, or both.

Communications

Communications will occur either by phone or e-mail as appropriate in exchanging information concerning associated activities with filling DEU and appropriate Merit Promotion type positions.

Resources

DOE-EMCBC will provide DOE-SR with the needed support by trained, qualified and competent HR professionals, both Federal and contractor. The following staffing services for filling competitive civil service positions with applicants applying outside the Federal workforce, Federal employees who do not have competitive service status, Federal employees and/or former Federal employees with competitive service status:

- Conduct job analysis
- Generate vacancy announcements
- Post vacancy announcements on USAJOBS
- Accept applications
- Analyze applicant competencies and qualifications
- Rate and rank job applicants
- Issue and audit referral list/certificates of eligibles
- Notify applicants of this disposition of their packages
- Manage all associated records

DOE-SR will perform the remaining staffing functions associated with employing the potential candidate (i.e., obtaining references, making job offers, etc.)